

**TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING  
JANUARY 8, 2019 4:00 PM  
TOPSFIELD TOWN HALL, 8 WEST COMMON STREET  
TOPSFIELD, MA 2ND FLOOR CONFERENCE ROOM**

**PRESENT:** Penny Rogers, Ruth Lucy, Elaine Crippen, Martha Davis, Jolene Guerra, Lynne Bermudez, Florence Brady, Kim Love, Charlotte O'Toole

**OTHERS:** Yvonne Anderson, Liaison COA Friends; Bill Quinn, former COA Board member; Paula Burke, Executive Director of Topsfield COA; Joan Chiffer, Topsfield resident.

**I. APPROVAL OF THE NOVEMBER BOARD MEETING MINUTES:** Motion made and seconded to approve the minutes as written with the correction to the spelling of Lynne Bermudez's name to include the "e" to the end of her first name on page 2 in the section on the Dementia Friendly Team. Motion passed: 9 Ayes, 0 Nays.

**II. DIRECTOR'S REPORT**

- Memory Cafe- Last 2 sessions were great! Next session on 2/2/19 will focus on "Partner Yoga". 8 to 10 individuals tend to participate in the monthly Sat. morning sessions at Trinity. Next year the Cafe will move to Town Hall. A goal will be to have more Intergenerational involvement such as 1 or 2 scouts with a leader or Masco students. One of the tax work off seniors will be helping out at Rest Stop Ranch during upcoming Memory Cafes.
- On Feb. 7th, Trinity will host a Valentine's Day Dinner, free to Topsfield seniors.
- Feb. 14th will be Traveling Chef.
- June 20th will be the Family and Friends Dinner.
- 8 out of 10 Tax Work Off positions are filled.
- Mary MacDonald will represent Topsfield on the Senior Care Board. A second member will be appointed to be "at large".
- Bill Quinn successfully obtained donations to fund the needed video screen for the 2nd floor conference room.
- Collaborations in programming continue with the library and Historical Society.
- Many new initiatives- Yoga, movies, TED talks, Parkinson's Fitness, etc. There are now exercise activities 4 days/wk in the Public Hall through COA.

**III. REPORTS:**

**-FRIENDS LIAISON:**

- Kathy Faust has resigned from the Friends. Different members of the Friends of the COA will represent the Friends at COA Board meetings going forward, so all the Friends will get to know the Board members.
- No Friends Mtg. in December.
- Friends need to identify who's in charge of what before and after our big dinner events and have a sense of what inventory is in place, party supplies and day to day supplies.

-A new committee will be formed for the 3 signature events: 1 or 2 from the Friends, and 1 or 2 from the Board, to meet prior to the event and after, and help set up and clean up. More will be recruited as needs of the event dictate.

**-DEMENTIA -FRIENDLY TEAM:**

-Bette Cullinan and Lynne Bermudez will be stepping down as the leaders of the Dementia Friendly Team after 1 year. Joan Chiffer who is a DF Champion will be providing trainings going forward.

**IV. OLD BUSINESS:**

**COA/Town Hall Update:**

- A policy is now in place to rent the Public Hall. Rates are on the town website along with the application. Donna Rich will handle applications and accompanying fee checks. Three applications were submitted the first day the rental policy was announced. COA has first refusal for activities like exercise classes and "quiet" use during the day.

**V. NEW BUSINESS:**

-Lynne Bermudez explained the game of Pickleball and how it could be a good activity to bring to Topsfield COA. Ages 45+ is the demographic. Could be a good Intergenerational activity. Need approximately \$250 to start for equipment. Need place to play it in town.

-Motion made and seconded to explore having Pickleball brought to COA in Topsfield . Motion passed: 9 Ayes, 0 Nays.

-Waitlists on COA dinners: All need to call ahead to reserve a place at a table. Being on the BOD or Friends does not mean that individuals are guaranteed a dinner.

-Joan Chiffer introduced herself to the Board as a potential Board member and will be voted on at the next BOD meeting..

**VI. OTHER:**

- Board Chair, Penny Rogers, would like a letter to be drafted from Board members to be sent to the editors of the Tri Town Transcript and/or Salem News about the growth and visibility of the COA since we are now located at Topsfield Town Hall. Charlotte O'Toole and Penny will collaborate on writing a letter in upcoming weeks with Jolene Guerra's input.

Motion made and seconded to adjourn the meeting at 5:22 PM. All in favor: 9 Ayes, 0 Nays.

Next meeting: March 12, 2019 at 4:00 PM in the 2nd Floor Conference/Activity Room.

Respectfully submitted by: Charlotte M. O'Toole, Recording Secretary/ Clerk